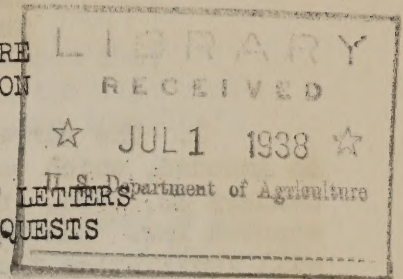


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



INSTRUCTIONS RELATIVE TO THE PREPARATION OF LETTERS
OF AUTHORIZATION AND GOVERNMENT TRAVEL REQUESTS

INTRODUCTION.

This manual has been prepared to acquaint employees of the North Central Division with the Travel Regulations and to assist them in properly preparing their expense accounts. A careful study of this manual by travelers will help them round out their understanding of the Travel Regulations, and officials of the State offices will find it valuable in determining conditions under which travel expenses may be authorized.

Many of the questions concerning the application of the Travel Regulations which are raised from time to time may be answered from the explanations contained in this manual. Questions which are not answered in this manual, or for which the answer cannot be found in the Travel Regulations, should be referred to the Washington office.

Submission of properly prepared reimbursement vouchers not only assists in clearing them for payment promptly but also reduces the expense involved in their handling. If this manual is studied carefully by officers directing travel, as well as the travelers themselves, disallowances and suspensions should be avoided; thus increasing the general efficiency of the auditing operations.

TRAVEL REGULATIONS APPLICABLE TO THE EMPLOYEES OF THE NORTH CENTRAL DIVISION

1. The current issue of the Standardized Government Regulations, As Amended, which was approved by the President of the United States January 30, 1934, and December 10, 1935, has all the effect of a properly enacted law. Administrative officials, travelers, and accounting officers will familiarize themselves with the regulations and the supplementary regulations contained therein, and the instructions contained within this manual. They are binding to the entire personnel while traveling on official business except where specific laws provide otherwise. Both are subject to interpretation by the Comptroller General of the United States.

2. The purpose of travel allowance is to reimburse employees of the North Central Division (and properly authorized nonemployees) for expenses incurred in connection with travel performed on official business of the government. This will embrace such items as telephone calls, street car, taxi, and local bus fares, telegrams, hire of public stenographer (when specifically authorized and cash payment is demanded and no Government stenographers were available), and such other expenses authorized in writing. Expense accounts must state actual facts, it being a well-established principle of law that rights are determined in accordance with facts as they exist and not in accordance with facts as they might have existed.

3. This manual is based on Standardized Government Regulations, As Amended, and instructions heretofore issued by authorized officers of the Agricultural Adjustment Administration, and existing laws relating to travel, and decisions of the Comptroller General. This manual is intended for use by the employees of the North Central Division.

4. Consult the Standardized Government Travel Regulations freely and comply with their requirements as only the most usual cases can be presented therein. Self-made regulations and personal equities are not for consideration.

DUTY OF SUPERVISING OFFICIAL

5. It is the duty of officers to whom have been delegated the authority and responsibility to issue authorization for travel orders to employees to keep such travel expense to a minimum. They shall carefully consider requests for travel prior to acting thereon. No travel shall be performed for any reason the purpose of which may be accomplished by correspondence or otherwise. All authorizations granted should be approved in advance and the original issued to the traveler prior to his departure. Consideration should be given to the possibility of assigning additional duties to a traveler when a present assignment calls for a relatively small amount of work to be performed over a large district or area involving considerable travel. This would have a tendency to reduce costs by additional work performed at the same travel expense. Supervising officers

shall examine and approve itineraries, routings, etc., to see that travelers do not incur unnecessary expenses by prolonging the time consumed in traveling on official business, and to see that the traveler's output of work is kept at the maximum.

6. Written authority to travel must be granted in advance by the issuance of a Letter of Authorization by an authorized officer of the North Central Region before any traveler may incur expenses while traveling on official business itineraries. Necessity for such travel, its nature and purpose will be given in a true and concise manner. A general statement that an employee has been appointed to discharge duties is insufficient.

7. The traveler will obtain from the officer directing the travel the original of the above-mentioned Letter of Authorization. Any change in the Letter of Authorization must be covered by an amendment to that Letter of Authorization, amending it to cover the added (or lessened) itinerary, noting the changed conditions that represent the different reimbursement specified. Issuance of such amendments may be kept at a minimum by careful planning of the traveler's itinerary.

8. All Letters of Authorization must contain an estimated amount to be expended under such authority. This estimate should be, as a general rule, above the actual cost rather than under it. Railroad fares may be estimated at the prevailing rate per mile, and subsistence and auto mileage should be estimated in accordance with the authority under which such Letter of Authorization is prepared. This estimated amount to be expended will include all possible mileage and other transportation items, the total of which will be sufficient for estimating purposes. When subsistence or mileage data are not available or are impracticable to estimate because of round-about travel, it will be sufficient in such instances to estimate subsistence at a maximum of \$4.00 per day and transportation at \$3.00 per day for trips which cannot be more definitely determined. Except on trips showing longer mileage in points, travelers have averaged \$7.00 per day for travel expenses for localized travel in relative proportions as shown above.

9. It shall be the duty of all travelers prior to their departure on official business, to prepare, for the approval of their supervising officer, an itinerary by memorandum showing places to be visited, dates, and character of the work to be performed, the persons to be contacted, and mailing addresses.

10. Blanket or general Letters of Authorization that authorize employees to travel within and throughout a given State or district, which would authorize the employee to travel to such places and return to a given point as often as he may deem necessary, will be given general approval provided a definite itinerary could not be determined in advance. However, in cases where it is possible to do so, Letters of Authorization should be issued definitely stating the points to be visited and the purpose for such visits.

11. Transportation Requests will be issued from the Administrative and Fiscal Section to employees to whom Letters of Authorization have been

issued when it is determined that such employees will be required to employ the services of a common carrier. Such employees shall use these Transportation Requests for accommodations on common carriers which include passenger, sleeping or parlor car, established autobus, stage coach, or airlines. In other words, Transportation Requests should be issued to companies commonly recognized as transportation lines. The book of Transportation Requests once issued will be the sole responsibility of the traveler, and he is responsible for the preparation and signature both as issuing officer and traveler. Travelers should carefully read and follow the instructions on the back of the Request and on the inside cover of the Transportation book. If lost or used by another person, the person to whom issued is responsible for cost of service purchased.

12. Transportation Requests shall be used only where the fare is \$1.00 or over. When the fare is less than \$1.00 it should be paid in cash and identifying receipts obtained. In such instances the traveler's expense account will show the name of the transportation company.

13. Whenever travel is performed without the use of Transportation Requests, due to the fact that the transportation company refused to accept such Request, or Requests have not been supplied, or in the event the traveler's supply of Transportation Requests has been depleted and through no fault of his own he cannot replenish his supply because of the time element involved, the fare may be paid in cash and, upon obtaining receipts therefor, he may submit such amount in his expense account stating every valid reason why Transportation Requests were not used.

14. If requested by a representative of any public carrier to properly identify himself, the traveler, in whose favor the Transportation Request is issued, will immediately present his identification card provided for that purpose. This card will state the given name, additional initial, if any, and the surname, and will be issued to the traveler prior to the time of his travel. If any transportation company refuses to accept a Transportation Request in lieu of a cash fare, this fact and all pertinent information shall be obtained from the refusing representative and shall be transmitted to the Administrative and Fiscal Section of the North Central Division in Washington, D. C.

15. Transportation Requests,
Standard Forms. Standard Forms of Government Transportation Requests will be made up in books of five or multiples thereof, and consist of the following: Form 1028, Cover of Transportation Book; Form 1029; Tabulation Sheet; Form 1030, Transportation Request, original green; Form 1031, Transportation Request, memorandum white. The books and individual requests are numbered. Travelers are held strictly responsible for the proper use of requests or their return for cancellation.

16. Transportation Requests,
Preparation Transportation requests are prepared in duplicate. Each request is provided with a white memorandum copy for making a carbon copy. This requires care by the traveler. In preparing a request a typewriter, stiff fountain pen, or hard indelible

pencil should be used, as the carbon copy of each request should be as legible and complete in all respects as the original. The value of transportation obtained should be ascertained and the amount inserted in the space provided for this purpose on the white carbon copy.

17. Following the head "Bill to" at the top of the request should appear Agricultural Adjustment Administration. On the second line will be written the name or initials of the carrier. For example, travel is being performed from Washington, D. C., to Chicago, Illinois, and the carrier is the Baltimore & Ohio Railroad Company. It would be indicated as the "B. & O." in this space. On the third line will be written the name of the traveler exactly as it appears in his Letter of Authorization and on his Departmental Identification Card. Following the word "From" would be "Washington, D. C." Following the word "To" would be "Chicago, Illinois". The complete routing will be shown on the line headed "Via". In cases where a round trip ticket is secured, it will be indicated "From Washington, D. C., to Chicago, Illinois, and return." In the series of blocks on the right side of the request will be described the class of transportation and the number of persons securing passage. The value of the transportation will be inserted by the carrier on the original copy of request. On request for sleeping or seat accommodations, state the type of accommodations secured.

18. Separate requests will be issued for transportation (railway ticket) parlor chair or sleeping accommodations (Pullman) and state rooms if a separate charge is made.

19. Issuing Officer. If the traveler is the issuing officer, he will sign as such and indicate his title on the proper line. The same information will be disclosed on the last three lines pertaining to the traveler.

20. Party Tickets. When a Transportation Request is issued for more than one person, it should be drawn in favor of the person to whom the Transportation Request is issued, preferably that person in charge of the party, and the number of additional persons traveling, as, "John A. Doe and 16 others." Should tickets for a lesser number than that indicated on the request be secured such notation should be made on the reverse side of the request. Should transportation be furnished for a lesser number than called for on a party ticket, the conductor, purser, or other ticket collector of the carrier should be requested to make proper notation thereof on tickets or coupon showing the number of persons actually transported. See paragraph 30, page 12, G. T. R.

21. Transportation Requests may be presented to ticket agents and the accommodations called for by the requests will be reserved.

22. In the absence of the issuance of a Pullman memorandum, the ticket agent will indicate on each request the specific space to be furnished, that is, by berth or seat number, car number, train time, and unless already shown on the request, the name of the carrier. The request will be returned to the traveler for surrender to the first

Pullman conductor. Where travel is beyond train or car destination, the conductor will issue a transfer ticket for use in exchange for space on a connecting line.

23. When a traveler finds that he will not use accommodations which have been reserved for him, he must release them immediately. It is necessary that this be done before train time or else he may be held responsible for the payment of such reservations.

24. When stop-overs are to be made on official business, and the stop-over privileges are included in a through ticket, one request only should be issued.

25. The original of the Transportation Request will be presented to the carrier's representative for the ticket. When issued in exchange for Pullman reservations, it shall be presented to the Pullman conductor, who in return will issue a Pullman receipt.

26. Incompleted Journeys. Travelers leaving trains or other conveyances short of the destination of the ticket, after having surrendered ticket, must secure a statement of the facts from the train conductor or person in charge of conveyance. When a traveler surrenders sleeping or parlor car accommodations short of destination, a statement must also be obtained from the conductor or person in charge of conveyance. A statement of facts must be furnished for each interrupted air trip in the course of which the plane is grounded or any part of the air trip is canceled short of the destination, such statement to include a description of the accommodations furnished upon the continuance of travel. These statements must be forwarded immediately to the official who authorized the travel, who in turn will forward them to the Administrative and Fiscal Section, giving the serial numbers of the requests involved.

27. Under no circumstances shall an employee attempt to secure a refund from a transportation company for an unused ticket or any portion thereof obtained on a Government Transportation Request.

28. Lost or Stolen Transportation Requests. Care should be exercised to safeguard Government Transportation Requests, as the value of lost or stolen Transportation Requests which are subsequently issued will be charged to the employee. Lost or stolen Transportation Requests should be reported promptly to the Director of the North Central Division.

29. Extra Fare Trains. If Transportation Requests are used for travel on extra fare trains, a detailed explanation of the circumstances should be given; otherwise the excess cost of such travel will be collected from the traveler. See paragraphs 15, 37, and 80c, G. T. R.

30. When a Transportation Request is rendered useless by accident, it will be so indicated by writing "Canceled" across the face of the request. A carbon will be inserted so as to show the worthlessness of the white copy. Such requests, both original and carbon copy, will be forwarded

to the issuing officer at once. The number of the spoiled request will be indicated on the reverse side of the expense voucher. In the case where a request has been prepared with the intention of purchasing a ticket and such ticket is not purchased the request will be marked "CANCELED" in bold-faced letters and returned attached to the voucher in the same manner as the spoiled request.

31. Unused Portions

of Tickets.

When a round-trip ticket has been purchased and the trip is not completed because of change in itinerary or other reasons, the unused portion of such ticket will be returned attached to the reimbursement voucher when submitted for payment. Notation will be made on the reverse side of the voucher accompanied by a letter setting forth the facts in the case, explaining reason for return.

32. The Standardized Government Travel Regulations require that, "All travel must be by the most economical, usually traveled route." See paragraph 16 G. T. R., and the Comptroller General has held that when a traveler fails to do this he shall pay the added expense. In view of this, it can readily be seen that the burden of ascertaining the most economical method in route of travel rests upon the traveler. Before purchasing tickets the traveler should make inquiry of the ticket agent as to whether round-trip or reduced rate fares are available in any portion or all of the territory to be covered. If available, a request should be issued accordingly. Travelers who are issued Letters of Authorization for an extended period should ascertain from transportation companies if a long term round-trip ticket comparable to the duration of their contemplated tour of duty can be obtained; otherwise, disallowance may follow for excess cost due to the purchase of two one-way tickets.

33. When a traveler is in doubt as to the cheapest rate from a point of duty, the Comptroller General has ruled that it is necessary for the traveler to purchase a round-trip ticket if a reduction in the regular fare is made. In case the traveler fails to take advantage of such special rates a refund will be requested.

34. Travel in Personally-

owned Automobile.

An automobile may be used only when authorized by the issuance of a Letter of Authorization stating a definite rate per mile and that payment on that basis is more economical and/or advantageous to the United States Government. The traveler must be the sole owner of the automobile with the exception that ownership by husband and wife is permissible (evidenced by joint registration). Claim for reimbursement must be on the basis of actual miles traveled on official business at the rate per mile stipulated in the Letter of Authorization. Speedometer readings will be taken at the beginning and end of each trip, and must be taken outside the corporate limits of the official station. No expenses are allowed within the corporate limits of an official station.

35. When the total claim for railroad and Pullman fares is made in lieu of automobile mileage, it is necessary that Form AAU-9 be properly executed and submitted in support of the reimbursement vouchers.

36. The use of one employee's automobile for the purpose of transporting other employees does not entitle the passengers to payment of mileage. When an employee is to accompany the traveler on official business such statement should be made in the reimbursement voucher.

37. When public conveyance is available for performing the same travel, travelers will be allowed no more than the equivalent of common carrier cost plus Pullman, chair or berth, whichever is permissible at the time the travel is performed, taking into consideration the savings or increased cost of subsistence, as the case may be.

38. When it is determined, in each individual case, that auto travel is more economical and advantageous to the United States, flat mileage rates are authorized by its officers and employees operating their own automobiles on official travel, chiefly in rural areas, or on extended itineraries, to include such types of travel as (a) work by field workers and others on long itineraries throughout a district or State, with some assignments in the larger cities and towns, for the greater part of the work falling in the smaller towns, villages, and undeveloped areas lacking adequate transportation facilities, with many official stops enroute; (b) round-about and cross-country trips through sparsely settled areas; (c) through regions where public transportation is inadequate; (d) trips by field employees and others visiting a number of local agencies where the use of schedules of common carriers is impracticable; and (e) trips to points accessible to common carriers but where their schedules result in delays involving loss of time in work and increase in per diem charges.

39. The flat mileage rate for automobile travel should be authorized in the Letter of Authorization as follows:

"Use of own automobile, predetermined as being more economical and advantageous to the United States, is authorized, reimbursement to be made at a rate of not to exceed _____ per mile, distance to be computed by actual speedometer readings from and return to the city limits of the official station."

40. Automobile Travel. Responsibility rests with the authorizing officer to predetermine that the cost of the entire trip at the rate he authorizes with subsistence, will be less expensive or not greater than the entire cost of the same trip by common carrier. In predetermining the economy and advantage involved, the authorizing officer may consider the actual subsistence savings in per diem which will be affected through reduced travel time by the use of the automobile as against a longer time required by common carrier for the same trip. The authorizing officer should always take into consideration the prevailing cost of the same trip by common carrier, so that no flat rate will be authorized which will result in a greater cost to

the Government by the use of the automobile, especially so in those cases where no saving in per diem can be effected. - In every case when the flat rate is used, the authorizing officer must be prepared to show the actual savings effected, or prove that the cost was not greater than by common carrier. When in doubt as to proper application of this paragraph, require the traveler to show on Form AAU-9 comparative costs via auto and via common carrier. Personal equities are not for consideration.

41. In cases where a flat rate is sanctioned for the use of personally-owned automobile the authorizing officer will include in the Letter of Authorization the following paragraph providing that such is the case:

"Due to the nature of the above authorized travel authorizing travel throughout the State of _____, requiring necessary official stops enroute and calling at points throughout rural communities, mostly inaccessible to common carrier, or the use of their schedules being impracticable as to saving in time and resulting economy, it is determined in advance to be more economical and/or advantageous to the United States Government."

42. A showing is required as to other means of transportation when the flat rate is authorized as in paragraph 41. Do not include as a transportation item mileage for any personal travel or mileage to or from office or home, hotel, or other place of abode, or where meals are taken. The flat rate prohibits the claiming of any additional expenses incidental to the operation of personally-owned automobiles.

43. The authorizing officer must determine in advance the rate to be applied in proposed travel. The authorized rate must not be changed during the period of travel. The personal desires of the traveler are not to be considered inasmuch as no reimbursement can be claimed for the personal convenience of any government employee, such as repairs, damages, towing, garage rent, bridge or ferry tolls, etc.

44. No flat mileage rate is to be allowed for use of other than a traveler's personally-owned automobile. Reimbursement vouchers must bear the statement that all mileage claimed was performed in the employee's personally-owned automobile, as provided on Form 1012e, and that no mileage is claimed in the corporate limits of the employee's official station, otherwise disallowances will follow. The only exception is when the employee uses an automobile registered jointly in the name of such employee and his wife, the automobile will be considered the personal property of the employee.

45. When an employee is traveling in his personally-owned automobile on a flat rate mileage basis and it is necessary for him to cross either a toll bridge or use a ferry, the traveler should state the fare paid and claim such portion as represents the actual mileage by

water between the points, such claim to be made at the rate authorized per mile.

Example: Ferry self and auto, Cape Charles to Norfolk, Va. \$4.30
Claimed 37 miles by water at 4¢ per mile..... 1.48

46. Where another employee is authorized to accompany a traveler, both on official business, the owner of the car, when authorized, can claim the full mileage rates, when more economical to the Government, as in the following account:

Example: March 1, 1938 - Left Champaign, Illinois, at 8:20 a.m.
Arrived in Cairo, Illinois, at 11:30 a.m.
The above travel performed in personally-owned automobile accompanied by Mr. John Doe.

47. When a traveler is accompanied by another official traveler, it is better to stipulate a flat rate in preparing the authorization, similar to the following example:

"The traveler is to be accompanied, under the above-authorized travel, by Mr. John Doe who will also be traveling on official business. The use of personally-owned automobile on a flat mileage basis, the reimbursement to be made at the rate of _____ cents per mile, resulting in a saving in per diem and transportation charges, is authorized as it is predetermined to be more economical and/or advantageous to the United States Government."

48. Special Conveyances. The hire of boat, automobile, aircraft, livery, or other special conveyance will be allowed only when no public or regular means of transportation is available or when such regular means of transportation can not be used advantageously in the interest of the Government, in which case a satisfactory explanation must accompany the account. See Paragraph 83 (e), G. T. R.

(a) If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boat-house, subsistence of operator, ferrriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill.

(b) Where two or more employees travel together by means of such special conveyance, that fact, together with the names of those accompanying him, must be stated by each traveler in his travel voucher.

(c) Charges for the hire of a conveyance of another Government employee, of a member of the traveler's family, or of a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the con-

veyance was not so procured because of such personal or official relationship; that it was impracticable to otherwise procure, and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts should be reported in the account.

49. An airplane may be used for any authorized travel but the total expense to the Government cannot exceed the cost of train fare plus Pullman. In computing the total expense to the Government whenever the charge for air travel exceeds that of train fare plus Pullman, the traveler will support his reimbursement voucher with a fully executed Form AAU-9, the savings to the Government in per diem through reduced travel time. Salary savings will be considered in showing the savings to the Government for actual work days. Actual cost of airline transportation will be allowed in any case (a) where it is satisfactorily shown that no other usual means of public transportation is available, or (b) where it is actually predetermined in advance by the authorizing officer to be more advantageous to the Government to travel by air due to the existing of an emergency or exigency (such emergency or exigency must be stated) in the particular case and such travel is duly authorized and approved in writing by the authorizing officer.

50. There is no objection to the use of airplane where the cost thereof does not exceed the cost of other common carriers. Objection, therefore, is made only where such form of transportation is more expensive than other forms of transportation commonly used and when there is no showing of a bona fide need therefor. It has been held that the mere expediting of Government business is not a sufficient reason for using the more expensive form of transportation by air. Consequently, there must be established facts showing emergency or exigency.

"An officer or employee of the Government who is ordered to perform official travel and who, on his own initiative, decides it to be in the public interest to travel by air is not entitled - in the absence of a clear showing as to the need, from the Government's standpoint, for the use of the more expensive means - to reimbursement for the cost of such air travel, but is entitled only to the cost of transportation by the lowest first-class usually traveled route between the points involved. Where an officer or employee is directed to perform official travel by air, no discretion being given him as to such travel, he will be reimbursed for the cost thereof, or the carrier paid therefor if the transportation is furnished on a transportation request clearly calling for such means, and if sufficient explanation is not furnished showing an exigency or emergency requiring the use of such transportation from the Government's standpoint, the excess cost of such transportation should be collected from the person directing the travel."
(15 C.G. 53) (See Par. 8, T. R.)

51. Where two or more employees travel together by means of such special conveyance, that fact, together with the names of those accompanying the traveler, must be stated by each traveler in his travel voucher.

52. Telegrams reserving airplane, sleeping car, or steamer accommodations, or canceling carrier reservations, are allowable expenses when supported by a satisfactory explanation showing the necessity therefor. Telegrams reserving hotel accommodations are personal and cannot be sent at Government expense.

53. All persons authorized to travel on business for the Government will keep a memorandum of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date. The information thus accumulated will be available for the proper preparation of expense accounts.

54. Where a traveler is in a travel status during a period of several months it is required that the travel expense vouchers be forwarded promptly at the end of each month in which travel is performed. A detailed record showing when and how expenses were incurred will assist to compile the expense voucher accurately.

55. Employees who are employed in field stations will submit their travel vouchers to their superior officer for approval, who will in turn send it to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C. Others will submit their vouchers to the Administrative and Fiscal Section of the North Central Division.

56. The oath must cover the entire period of the account and bear the seal of either a Notary Public, Postmaster, or person authorized to certify public vouchers. It must be executed after the close of the period covered. If the period is from January 1 to January 31, inclusive, and the traveler is on travel status at midnight of January 31, the oath cannot be executed before February 1.

57. The following receipts should be attached to the expense voucher:

- (1) Sleeping car, parlor car, and stateroom fares, when paid for in cash, within the continental limits of the United States, or on coastwise transportation lines. In cases where coupons or checks are not given by the transportation company, and it is so stated in the expense account, receipts will not be required. Seat or berth checks will be sufficient, but an affidavit or other evidence that such receipts have been lost cannot be accepted as authorizing reimbursement of such expense.

- (2) Steamer chairs and steamer rugs.

- (3) Extra-fare trains.
- (4) Excess baggage charge receipts-if and when necessary, explanation required.
- (5) Baggage transfer charge receipts. Necessity for the transfer of hand baggage must be explained.
- (6) Hire of livery, boat, automobile (not local use of taxicabs), aircraft, and so forth, where the charge is in excess of \$1.00. (These receipts must show dates and points of travel, number of miles traveled, kind of conveyance used, and that no public or regular means of transportation was available.) A description of the service hired will be given as "one horse and buggy," "two horses and wagon," "with driver," "automobile", and so forth, state the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated.
- (7) Personal services, guides, interpreters, hackers, drivers of vehicles, storage of property used on official business, and so forth, when the amount is in excess of \$1.00.
- (8) Other emergency expenditures when the amount is authorized or approved by the administrative official.

58. Telegraph, cable, and radio service may be used on official business when such expeditious means of communication are essential. The cheapest practicable class of such service should be employed. The facilities of the Signal Corps, United States of America, and of the Naval Communication Service for the dispatch of telegrams and radiograms should be used whenever practicable to do so. Personal messages shall be paid for at commercial rates by the sender; under no conditions will such messages be paid for by the Government.

59. Telegrams, cablegrams, and radiograms applying for leave of absence or extension thereof or of inquiry as to payment of salary or expense vouchers, and answers thereto, or those containing any matter of a purely personal nature must not be sent at Government expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform telegrams on strictly private business into official telegrams.

60. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

61. Care should be exercised in preparing messages to omit words and figures unnecessary to the meaning of the message. Initials

and titles in the text and signature should be used only when needed for identification. Numbers and dates in the text of telegrams should be expressed in words, but in cablegrams and radiograms, they should be expressed in figures. Every message should show the place and date of transmission.

62. When a telegram is sent to an official of the Agricultural Adjustment Administration, Washington, D. C., it should be sent "Official business, Government Rate-Collect".

63. All messages shall be subject in all respects to the prevailing commercial count of chargeable words, and the addresses and signatures of domestic messages shall be transmitted free in accordance with the commercial practice.

64. A copy of each official telegram paid for by the traveler must accompany his expense account.

65. Charges for local telephone calls made on official business will be allowed. The expense account shall show daily the number of such calls and the rate per call, the total amount expended each day, and a statement to the effect that all calls were made on official business.

66. When a traveler makes a long distance telephone call, the reimbursement voucher must show the name of the person called, the places between which the call was made, the date and time of call, the number of minutes charged, and a statement that the call was on official business. A receipt must be obtained when the charge is in excess of \$1.00, except where a public telephone is used and it is so stated in the expense voucher. Receipt required in addition to Form AD-102.

67. In all instances where long distance telephone calls are in excess of 50 cents the reimbursement voucher must be supported by a properly executed Form AD-102.

68. Whenever copies of records, and so forth, are furnished by State Officials (clerks of courts, and so forth), citation of State statute under which charges are made must be noted on face of voucher. If State statute provides fee at folio rate and for certificate, seal, and so forth, the account must be so itemized.

69. If it is impracticable to furnish receipts in any case as above required, the failure to do so must be fully explained in the expense account. Mere inconvenience in the matter of taking receipts will not be considered. In no case shall a receipt be taken in duplicate.

70. Items in accounts not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a supplemental expense account submitted by the traveler. Full item-

ization will be required for all suspended items which are reclaimed and charges must be supported by a copy of the suspension notice.

71. Attention is invited to section 8 of the Sundry Civil Appropriation Act approved August 24, 1912, as follows:

"After June 30, 1912, postmasters, assistant postmasters, collectors of customs, collectors of Internal Revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendents, acting superintendents, and principal clerks of the different Indian superintendencies of Indian agencies, and chiefs of field parties, are required, empowered and authorized, when requested, to administer oaths, required by law or otherwise, to account for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services, when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States."

Note:--Hospitals of Veterans' Bureau are not Government reservations within the meaning of above act of August 24, 1912, and the custodians thereof are not thereby authorized to administer oaths to accounts for travel. (Page 25, T. R.)

72. A penalty is prescribed of a fine of not more than \$5,000, or imprisonment of not more than 10 years, or both, for a false or fictitious entry or record in a travel account. (see U.S.Code, p.473, sec. 189; p.465, sec. 80.)

73. It is imperative that the expense vouchers contain full information and delay in payment may be avoided in many cases if this is done.

74. Be sure that Letters of Authorization are dated as accurately as possible as no expense may be incurred prior to date of Letter of Authorization, and that it covers the full period for which the voucher is submitted.

75. Do not itemize subsistence expenses but state exact time and period for which per diem is claimed.

Example: March 1 at 1:30 p.m. to March 10 at 10:30 a.m., 9 days.

March 15 at 9 a.m. to March 20 at 1:30 p.m., 5-1/2 days.

76. Give all information required on travel voucher.

77. Omit any charges not specifically provided in the Letter of Authorization or such as are not allowable by the Government Travel Regulations.

78. Fees or money paid for administering oaths to vouchers will not be allowed.

79. Any erasures or alterations on expense vouchers must be initialed by the payee. Erasures and alterations on receipts must be initialed by the person who signed the receipt. Corrections in the oath must be initialed by the person administering jurat.

80. If traveler is on travel status at the beginning of the month, a statement should be included at the beginning of the itemized schedule of expense - "Arrived at (place) on (date in preceding month)".

81. If on travel status at midnight of the last night of the month, the approximate date of return, which would be subsequent to last date of voucher period, should be given.

82. Fees (tips) are not allowable expense as it is included in the per diem allowance.

83. No transportation charges will be allowed if the traveler leaves one place to go to a hotel in another place for his own convenience if there are adequate hotel accommodations in the place where he is working.

84. Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed; but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located, but in no case shall a place within 2 miles of a traveler's office or living quarters be considered as away from his post of duty.

85. It is a well-established rule that an employee, upon appointment to a position, must bear the expense incurred in reporting at the designated post of duty, such travel being considered as involving personal expense as distinguished from "public expense". The taking of an oath of office before proceeding to the post does not operate to place the officer in a duty or official travel status while reporting for duty. A "travel status" is defined as

being "while traveling on official business and away from their designated posts of duty." The term "designated post of duty" means the place where the official duties of the officer or employee are required to be performed or base of operation.

86. Appointees must pay their own transportation from home or place of temporary abode to first designated post of duty at Washington or at a designated regional or State headquarters.

87. In case it becomes necessary in the interest
Transfer of
Official of the United States Government to transfer
Station. an employee's official station from his home

or other designated place of duty to another point more conveniently located to his actual work, a Letter of Authorization will be prepared authorizing travel from his old official station to his new official station for the purpose of transferring the employee's official station. A statement must be included that the change is in the interest of the United States Government and not for the personal convenience of the employee. Such Letter of Authorization will be prepared for the signature of the Administrator of the Agricultural Adjustment Administration if there is any expense involved in the transfer, and will show as his official station the old post of duty. There will also be prepared a new Letter of Authorization authorizing that employee to travel from his new official station to whatever points are necessary in performing his official duties. This Letter of Authorization will be signed by the regular authorizing officer and will show his new post of duty as the official station. This Letter of Authorization shall be issued in advance and the effective date shall be given as follows: "To be effective upon arrival", or if the actual date of change of official station is definitely known in advance in which case that date shall be stated. In all instances both Letters of Authorization will have to be approved in advance to any actual incurrence of expenses. There will be no exceptions to this rule and any travel performed prior to such advance approval will be disallowed.

88. Absence from duty station or duty status is chargeable as leave of absence. When leave of absence of any kind is taken, while in a travel status (including Sundays and holidays), the exact hour of departure from, and return to, duty station or duty status must be shown in the expense account.

89. The per diem in lieu of subsistence expenses will be held to include all charges for meals, lodgings, personal use of room during daytime, baths; all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, dining-room stewards; telegrams and telephone calls reserving hotel accommodations; laundry, cleaning, and pressing of clothing; fans and fires in rooms; and transportation between places of

lodgings or where meals are taken and places of duty. Reimbursable transportation charges will not include gratuitous fees or tips of any kind. Porterage tips are not allowable. (See Sec. 207, Act of June 30, 1932. 47 Stat. 405.) In addition to the per diem the traveler is allowed the usual taxicab fares between station and hotel or office, but no tips or gratuitous fees of any kind.

90. The term "lodgings" does not include berths, sections, compartments or drawing rooms on sleeping cars or staterooms or berths on steamers, and the expenses thereof are not subsistence expenses.

91. On other temporary duty assignments, the per diem will be fixed at a rate equitable to both the Government and the traveler according to the governing factors in each case.

92. If leave of absence begins or terminates within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in a subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 o'clock a.m. of the day on which actual service is resumed. Presence at duty station on Sundays or holidays during daily prescribed hours of duty will be regarded as equivalent to actual service, provided the traveler otherwise be in a duty status. Fractional leave of absence within a day, not to exceed half of the prescribed working hours, will be disregarded for subsistence purposes; where it is more than half of the prescribed working hours, no subsistence will be allowed.

93. When an employee is traveling on official business with orders to return to his official station but changes his official route for personal reasons, and returns without the completion of his official duty, he will be considered as in a leave of absence status. No reimbursement will be made for travel expenses or subsistence from the time of departure from the official route.

94. Subsistence may be allowed for Saturdays, Sundays, and holidays when it is shown that traveler remains in a duty status, away from designated headquarters. This question is not raised except in case of entering or returning from leave status. When a traveler is not within reach or subject to call for possible official duty at the duty station, he, at the moment of such departure therefrom, loses his duty status and right to per diem until such duty status is resumed.

95. When an employee is on leave from his headquarters, he will return at his own expense. The expense of travel incident to return to headquarters, or home because of sickness in family, or other personal reasons, is paid by the traveler. The performance of

official duty enroute in connection with personal travel entitles him to only such additional expense as made necessary by the performance of the official duty. This, as a rule, includes local transportation items and per diem only at the point of temporary duty. Since the Act of March 14, 1936 49 Stat. 1161, became effective January 1, 1936, leave of absence has been granted as a right. The head of the department or establishment concerned may, when the needs of the service require, terminate the leave and require the employee to return to his regular duty station at his own expense. If the employee on leave receives orders to perform temporary duty at a place other than his regular duty station and is permitted to return to his vacation place, he is entitled to reimbursement of the authorized expenses of the travel involved. Such travel is made necessary by official business rather than by leave of absence. (A-80748 - 11/10/36; 10 C. G. 57; 11 C. G. 336.)

96. For continuous travel of more than 24
Method of
Calculating hours, the calendar day (midnight to
Per Diem. midnight) will be the unit, such unit

to be subdivided into fourths of six hours each. Thus midnight to 6 a.m., 6 a.m. to 12 noon, 12 noon to 6 p.m., and 6 p.m. to midnight, or fractions thereof, will constitute one fourth of the per diem allowance. The traveler will state at the end of each travel period the number of days he has been on per diem and enter the amount due on Standard Form 1012 in the subsistence column. In supporting this claim it is necessary that the exact time of arrival and departure to and from given points be stated daily.

97. A person receiving \$5.00 per
Examples in
Computing diem departed at 5 p.m. on March
Fractional Days. 3, 1938, count clockwise to

midnight. This would indicate that there are two quarters or one half day per diem allowance and would be stated on the Standard Form 1012: "Left official station 5 p.m., per diem one-half day at \$5.00 per day, \$2.50."

If the above employee had left at 11 p.m., he would be allowed one quarter of a day to midnight or \$1.25.

The same would hold true on the above examples if he returned to his official station at 7 a.m., counting from midnight and would be two quarters or one-half day allowance which would be stated in the same manner.

98. Absence from an employee's official station between the hours of 8 a.m. and 6 p.m. will not be considered as absent from official station in computing that employee's per diem. If an employee is absent from his official station for less than 24 hours but he is absent before 8 a.m. or after 6 p.m., he will be allowed per diem provided a statement is given stating the necessity for his being absent prior to 8 a.m. or after 6 p.m. For the purpose of computing per diem the period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six-hour portion of the period or fraction thereof, one fourth of the rate for a calendar day will be allowed. In any event the traveler must be absent from his official station for more than three hours in order to receive per diem.

EXAMPLES

Example 1. A person receiving \$4.00 per diem departed at 7 a.m. and returned at 6:30 p.m. Count clockwise from 7 a.m. to 1 p.m. This would equal one-quarter day. Clockwise from 1 p.m. to 6:30 p.m. would equal a fraction of the quarter day. Consequently, the traveler would be allowed one half day at \$4.00 per diem, or \$2.00.

Example 2. A person receiving \$4.00 per diem departed at 6:30 a.m. and returned at 8:30 p.m. Count clockwise from 6:30 a.m. to 12:30 p.m. This would equal one-quarter day. Clockwise from 12:30 p.m. to 6:30 p.m. would equal one-quarter day. Clockwise from 6:30 p.m. to 8:30 p.m. would equal a fraction of a quarter day. Consequently, the traveler would be allowed three-quarters day at \$4.00 per diem, or \$3.00.

99. Any practice of employees departing from headquarters shortly before 8 a.m. and returning thereto shortly after 6 p.m. on the same day for the purpose of establishing a travel status entitling them to reimbursement for subsistence expenses is a matter for correction by the administrative officers concerned; and in any case where it is apparent that the departure before 8 a.m. or the return after 6 p.m. was not necessary in the performance of official duty, no right to actual expenses of subsistence, or per diem in lieu thereof, can arise therefrom.

100. Taxicab fares to and from station, wharf, or other terminal to either place of abode or place of business will be allowed. (Par. 8a. T. R.)

In stating taxicab fare in the voucher, the starting point and destination must be shown, such as "Taxi, hotel to station,

50¢" or "Taxi, station to residence, 35¢", and so forth. The name of the city alone is not sufficient. No receipts or reasons are required. The amount paid must be actual, without tips.

101. Pullman fare is not allowed on trips less than 25 miles.

102. "The travel expenses of civilian employees after discharge or effective date of resignation to their homes or elsewhere are personal and may not be borne by the Government." (8 Comp. Gen. 166.) As the employee here in question did not return to his former headquarters prior to the date of his separation from the service, he is not entitled to reimbursement for any travel expenses incident to such return after that date.

103. If a non-Government employee, or the wife of the traveler accompanies him, only one half taxi fare is allowable, in the absence of evidence that the other person did not share in the expense. "The question therefore is the amount of actual expense incurred, and the rule is well established that when an employee in a travel status uses a room, Pullman berth, or other accommodations jointly with another he has incurred an actual expense of only one-half of the value of such accommodations. What it would have cost if the employee had traveled alone is not for consideration." (5 C. G. 110)

104. The Administrative and Fiscal Section of the North Central Division will furnish any changes that incur in travel regulations and other helpful information regarding travel matters pending revision of this manual and copies should be passed on to all travelers. State Chairmen should see that the chief clerks in their offices are familiar with travel affairs, such as preparation of Letters of Authorization, routings, estimates, itineraries, vouchers, interpretation of regulations, and so forth.

105. Where a traveler claims reimbursement of travel expenses not incurred or substitutes expenses alleged for personal equities, and does not disclose the true facts, he is subject to disciplinary action and loss of entire expense accounts. (See paragraphs 93 and 94, Standardized Travel Regulations.)

116. Whether a misrepresentation or erroneous certification is made "in alleged good faith" at the suggestion of other persons or own initiative under the guise of a saving to the Government is of no consequence. An expense account of a dubious aspect can form no basis for a valid claim.

107. Where an employee makes false statements as to certain items in his claim for reimbursement of expenses incurred, raising a doubt as to just what expenses were actually and legitimately incurred, the entire claim is for disallowance. (10 Comp. Gen. 133). It has long been the established rule, which has had uniform application, that the Government accounting and administrative officers shall reject or disallow all those claims or accounts which they have reasonable cause to suspect to be tainted with fraud or to which they believe

there may be substantial defense in law, or as to the validity of which they are in doubt. Longwill V. United States, 17 Ct. Cls. 288 (290); Charles V. United States, 19 Ct. Cls. 316, 319. It is a well-established rule that where moneys have been paid before discovery of the irregularity or fraud, recovery will be made upon disclosure.

108. Section 5438, Revised Statutes, as amended by the Act of October 23, 1918, 40 Stat. 1015; also, section 3490 and 1086, Revised Statutes, (10 Comp. Gen. 138). An employee was called upon to refund all moneys for bona-fide and irregular items. This demand for refund covered a period of three years involving an amount of \$1,634.61. (Comp. Gen. A-65201 - 12-3-35) other references. It is well to keep within the travel regulations and to state the true facts and figures claiming expenses actually incurred and furnishing such explanation.

109. Frequent Causes of Suspension:

1. Oath of account incomplete. (Par. 92-93 T. R.)
2. Failure to show in auto accounts; "Used my personally-owned auto"; actual meter reading from point to point; that all mileage claimed was run outside the city limits of official station, on Form 1012e.
3. Telephone calls - failure to show official business and number of minutes duration of long distance calls and to furnish receipt when cost of call is in excess of \$1.00, and failure to submit a properly executed Form AD-102 for all toll calls over 50¢. Local telephone calls should be stated as follows: "August 20 - 10 local calls at 5¢ official business - \$.50." Long distance calls should be stated as follows: "August 20 - 1 long distance call, John R. Doe at Schenectady to R. L. Johnson at Elmira, N. Y., official business, five minutes\$.85".
4. Failure to show exact time of departure from and arrival at official headquarters and other points; also exact time traveler left and resumed duty status.
5. Failure to use transportation request when amount involved is \$1.00 or more. For non-use of transportation request there must be a valid reason beyond the traveler's control to substantiate his claim for reimbursement. (Par. 17-20 T. R.)

6. Failure to furnish receipts when required.
(Par. 80, T. R.)

7. Failure to attach Pullman checks to account
when supporting claim for cash fares.

110. Vouchers are required to be rendered each month, by the calendar month, except where trip begins or terminates just a few days outside of the calendar month. Send in promptly. Nearby headquarters work may be included in any current monthly account and save the necessity of submitting two vouchers.

111. Shipments by express or freight of Government property not classed as baggage and not admissible to the mails should be made on Government bills of lading.

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation.

3. The third part of the report is devoted to a detailed analysis of the social situation.

4. The fourth part of the report is devoted to a detailed analysis of the political situation.